

APPLICATION FOR USE OF  
The Sanctuary at Woodville

Name of organization or individual applying for building space:

\_\_\_\_\_

For what purpose will the building space be used?

- Personal Retreat
- Small Group Retreat (6 to 10 people)
- Seminar (10 - 30 people)
- Conference (30 - 70 people)
- Other: \_\_\_\_\_

Do you need space in a particular room?

- Fellowship Hall (30)
- Sanctuary (70)
- Conference room (6)
- Game room and conference room (10)
- Children's room (4)

Would you like?

- All day refreshment \$2.50 per (coffee, tea, bottled water, lemonade, ice tea)
- Breakfast \$3.75 per (various items such as, bagels, yogurts, boiled eggs, granola bars, seasonal fruits, Danish, muffins)
- Lunch \$8.50
- Dinner \$10.50

Please designate specific requirements:

\_\_\_\_\_

Date of Event: \_\_\_\_\_

Event Description: \_\_\_\_\_

Time of Event:

Begins at \_\_\_\_ am or pm

Ends at \_\_\_\_ am or pm

Number of people attending: \_\_\_\_\_

=====

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Will the kitchen or set-up/cleanup be needed?    yes    no

\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Mail to: Sanctuary at Woodville, PO Box 155, Woodville, MA 01784